



**Policy:** 4250  
**Procedure:** 4250.02  
**Chapter:** Emergency Response  
– Use of Rescue Kits  
**Rule:** Suicide Prevention

**Effective:** 04/06/05  
**Replaces:**  
**Dated:** 02/04/04

### **Purpose:**

Arizona Department of Juvenile Corrections (ADJC) establishes rules for emergency intervention in response to suicides or incidents of self injury by juveniles, which includes the maintenance and use of Rescue Kits.

### **Rules:**

#### **1. Emergency Intervention:**

- a. In the event of an actual suicide attempt and/or incident of self-injury by a juvenile, **EMPLOYEES** shall act immediately to intervene. This shall include, at a minimum:
  - i. Surveying the scene to assess the level of emergency;
  - ii. Call Communications Center/Control on the radio and get a response;
  - iii. Take immediate appropriate action as deemed necessary to include:
    - (1) Alerting other employees to call for medical personnel or assistance as required;
    - (2) Utilizing the assigned Rescue Kit, per established protocol, if needed (See Below);
    - (3) Initiating First Aid and/or Cardio Pulmonary Resuscitation (CPR) as required.
- b. **EMPLOYEES** shall never presume a juvenile is dead or beyond assistance and shall continue appropriate life-saving measures until relieved by arriving medical personnel;
- c. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall render appropriate medical care to the juvenile;
- d. The **OFFICER-IN-CHARGE** shall ensure all notifications are made in accordance with Procedure 1190.03 Significant Incident Reporting;
- e. **EMPLOYEES** shall document the incident on Form 1190.01A Incident Report;
- f. As needed, **QHCP** shall:
  - i. Inform the juvenile and the assigned housing unit employees about any need for restricted programming required to ensure proper healing and recovery in the event of a self-inflicted injury;
  - ii. Document this information on Form 3100.03A Medical Clearance and treat any further behavior that again places the juvenile at medical risk (i.e., removing bandages, removing sutures, further injuries, etc.) in accordance with ADJC policies and procedures.
- g. **SECURITY EMPLOYEES** may use progressive restraints to ensure the juvenile's safety in accordance with Procedure 4061.06;
- h. If no medical help is required, the **QHCP** shall immediately refer all suicide attempts to a QMHP.

#### **2. Rescue Kits:**

- a. The **SECURITY CAPTAIN** shall ensure all Rescue Kits contain:
  - i. One Cardio-Pulmonary Resuscitation (CPR) Micro Shield;
  - ii. Latex gloves; and
  - iii. One 911 Extraction Knife (which is considered security equipment and shall not be taken home with the employee member).
- b. The **SECURITY CAPTAIN OR DESIGNEE** shall maintain a complete inventory of all Rescue Kits and 911 Extraction Knives at each secure facility and shall :
  - i. Assign Rescue Kits/fanny packs a sequential number starting with FP#1;
  - ii. Number each 911 Extraction Knife sequentially with a duplicate number to match the assigned fanny pack.

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- iii. Ensure Security employees wear all required equipment that is in the Rescue Kit on their duty belt.
  - iv. Inspect all employees to ensure that they are in compliance at the beginning of every shift.
  - c. **SECURITY EMPLOYEES** shall ensure daily accountability and maintenance of the Rescue Kit/fanny pack through the use of a separate log which contains;
    - i. Employee name;
    - ii. Location; and
    - iii. Date and time assigned, returned, or verified.
  - d. Each housing unit shall be issued three Rescue Kits/fanny packs. **HOUSING UNIT EMPLOYEES** shall:
    - i. Inventory each Rescue Kit/fanny pack and verbally verify this information with Dispatch/Control at the beginning of each shift; and
    - ii. Secure the extra Rescue Kits/fanny packs in the housing unit;
  - e. **ALL HOUSING UNIT, YOUTH PROGRAM OFFICER III, YOUTH PROGRAM SUPERVISORS, PSYCHOLOGY ASSOCIATES, AND ANY OTHER EMPLOYEES PROVIDING DIRECT SUPERVISION OF JUVENILES** shall:
    - i. Maintain the Rescue Kit/fanny pack and wear it around their waist at all times while on duty;
    - ii. Visually verify all above named equipment is present and functional prior to accepting their assigned equipment;
    - iii. Advise security immediately of any missing or malfunctioning equipment;
    - iv. Advise security immediately of any equipment that has been used and may require replacement;
    - v. Check in their Rescue Kit/fanny pack when leaving the secure facility for any reason;
  - f. Only the **DIRECTOR** may grant exemptions from the requirement to carry and maintain a Rescue Kit/fanny pack;
  - g. All **EMPLOYEES NOT ASSIGNED TO A HOUSING UNIT** shall check the Rescue Kit/fanny pack in and out with Dispatch;
  - h. The **SECURITY ADMINISTRATOR OR DESIGNEE** shall approve of any exceptions.
3. **TRAINING:**
- a. **STAFF DEVELOPMENT AND TRAINING** shall ensure and document initial and yearly training of all employees who are or will be issued the 911 Extraction Knife (Forms 4250.09A and 4250.09B). As a result of this training all above named employee shall be able to:
    - i. Become familiar with the 911 Extraction Knife and its proper use;
    - ii. Understand and demonstrate three extraction techniques;
    - iii. Demonstrate safe weight transfer in an extraction; and
    - iv. Understand the responsibility and accountability in the use of the 911Extraction Knife.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: